

From: Superfund Administrative Records Manager

To: Site File

Re: Administrative Record Processing Packet

The attached documents were used to help determine which documents would be included in the Administrative Record/File.

The documents attached could include emails, site indexes, Administrative Records Checklist Form, Request for a Superfund Administrative Record Form, handwritten notes, etc.

Mia Schreiner
2/4/2016

0714

40502342



Superfund

0401

2/4/16

52

#64064
42
Documents

**REQUEST FOR A
SUPERFUND ADMINISTRATIVE RECORD**

Date: 04 JAN 2016

Requestor: TOM MAHLER

Counsel: ALYSE STOE

Site Name: WEST LAKE LANDFILL CERCLIS ID# MOD079900932OU#01 SSID# 0714

1. Do you want an index of documents that are currently in SDMS to be sent to you: yes _____ no _____

2. Is this request for an original AR? yes X no _____

3. Is this request to update an existing AR File? yes _____ no X AR# _____

4. Type of AR you are requesting? (please circle only one of the following):

*Removal

EECA

AR File (Start of RI/FS)

ROD

5-year review Bob Jackson -cc
Lynnette

In the space below list the Public Repository Address –
please include the zip code and telephone number,
and name of contact if available. (If more than one repository
please indicate on back of form)

Repository #1 St. Louis County Library
1640 S. Lindbergh Blvd.
St. Louis, MO 63131

Date AR Needs to be at the Repository: T.M. 7-7-1

*(excluding voluntary RP Removals)

**If needed

2-7-16

List of Doc IDs to be Included in AR:

See Attached

(If additional room is needed please use the
back of the form)

*Please attach any new documents that you
want in the AR to this form for processing

OU-1 AR Documents Search for 2015 Action Memo Reference

OU-1 AR Documents (Not including Proposed Plans or 104(e) Response Letters)

List of Documents from the existing West Lake Landfill AR

	Doc ID	Date	Title
✓ 1	40054885	2/1/1982	Radiological Survey Final Report
✓ 2	40057827	5/1/1982	Radiological Survey Report
✓ 3	40054886	11/1/1984	UMC 2nd Draft Report
✓ 4	40055920	6/1/1988	Radioactive Material in the West Lake Landfill Summary Report
✓ 5	40051613	6/14/1990	Phase II Investigation Final Report
✓ 6	40055963	10/4/1991	Preliminary Health Assessment
✓ 7	40249243	10/29/1992	Memorandum regarding review of the NRC Summary Report
✓ 8	40273145	9/1/1993	OSWER #9355.0-49FS
✓ 9	40273146	9/1/1993	OSWER #9355.0-49FS
✓ 10	40052885	10/1/1993	Environmental Investigation and Health Impact Assessment for Bridgeton Sanitary Landfill
✓ 11	40052867	12/16/1994	Overland Gamma Survey Report
✓ 12	40052893	3/15/1995	Transmittal of data for Soil and Groundwater
✓ 13	40056860	5/5/1995	Response to Surface Water Sampling and Staff Gages
✓ 14	40273150	8/1/1995	OSWER #9355.3-18FS
✓ 15	40054719	10/16/1995	Summary of Radon Inspection
✓ 16	40057318	4/30/1996	Transmittal of the Revised Overland Gamma Survey Report
✓ 17	40052913	5/16/1996	Site Reconnaissance Report for Areas 1 & 2
✓ 18	40052887	11/22/1996	Radon Gas, Landfill Gas, and Fugitive Dust Report
✓ 19	40056514	11/22/1996	Split Soil and Groundwater Sampling Data Summary Report
✓ 20	40056516	11/22/1996	Split Soil and Groundwater Sampling Data Summary Report Appendices A-C
✓ 21	40056513	11/22/1996	Rainwater Runoff, Erosion Sediment, Surface Water, and Leachate Sampling Data Report
✓ 22	40057320	11/26/1996	Soil Boring/Surface Soil Investigation Report
23	115181	11/26/1996	Soil Boring/Surface Soil Investigation Report Appendices C cont, D, E, F
24	115184	11/26/1996	Soil Boring/Surface Soil Investigation Report Appendices F cont, G

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115184	11/26/1996	Soil Boring/Surface Soil Investigation Report Appendices F cont, G

✓	40056506	11/26/1996	Soil Boring/Surface Soil Investigation Report Appendices H, I
✓	40056897	1/1/1997	Interim Investigation Results Technical Memorandum
✓	40054728	2/1/1997	Amended Sampling and Analysis Plan
✓	40052959	8/1/1997	Site Characterization Summary Report
✓	40241293	4/10/2000	Remedial Investigation Report, OU-1
✓	40241294	4/24/2000	Baseline Risk Assessment Appendix A OU-1
✓	40241280	5/9/2006	Feasibility Study Report
✓	30005224	3/6/2008	Memorandum regarding review of Radiological Conditions
✓	30009960	5/1/2008	Record of Decision

Additional Documents (Several are not in SDMS and are attached)

Doc ID	Date	Title
✓ 30216112	3/30/2009	Vegetative Sampling Results Summary Report
✓ 40467874	7/9/2014	NIOSH Letter to Matt LaVanchy for Health Hazard Eval.
✓ 30216113	6/10/2015	Bridgeton Landfill Incident Management Plan (IMP)
✓ 30216111	10/16/2015	ATSDR Health Consult for West Lake Landfill OU-1
✓ 30216110	10/16/2015	West Lake Landfill ATSDR Health Consult Fact Sheet
✓ 30216116	10/24/2015	Bridgeton Landfill IMP Report
✓ 30216114	11/23/15	Emergency Response Activity Report for Bridgeton Brush Fire Response
✓ 30216115	12/7/2015	Emergency Response Activity Report for Bridgeton Brush Fire Response – Rev 1

ADMIN RECORDS CHECKLIST

Site Name: West Lake Landfill AR# (Tracking #) 104064
Site 0401

ACTION	YES	NO	COMMENTS	COMPLETED
Call Repository to see if they accept CD's	✓			01/04/16
Did new documents accompany the AR Request form	✓		If yes, then need to process new documents into SDMS with tracking # - MAKE SURE THEY ARE NOT ALREADY IN SDMS	
Were other documents identified to be included in the AR?	✓		If yes, then you need to order the originals from the Records Center	
Create AR collection in SDMS - to establish tracking number	✓			
Tracking Number added to the Maintenance Table	✓			
Documents Indexed (make sure tracking number is included in the indexing)	✓			
Documents Scanned/ E-Docs Uploaded	✓			
Documents QA'd	✓			
Create Introduction - under K:\SUPR Lit\WWHY\AR TEMPLATES - Originals	✓			
Index and Scan Introduction and Index	✓			
Run an Index Report (The docs have to be in the collection before you can run this report)	✓			
Create AR Transmittal Acknowledge form (Internal signature form) - under K:\SUPR Lit\WWHY\AR TEMPLATES - Originals	✓			
Send out Email to RPM and Counsel for review	✓			01/04/16
Create AR Transmittal Acknowledge form (repository signs and sends back) - K:\SUPR Lit\WWHY\AR TEMPLATES - Originals	✓			01/05/16
Create AR Transmittal Letter - K:\SUPR Lit\WWHY\AR TEMPLATES - Originals	✓			2/3
Create PDF CD's (at least 3 copies)	✓		1-Public Repository, 1-EPA, 1-LitRoom	2/4
Prepare UPS	✓			2/4
Send UPS with CD, AR transmittal Acknowledge Form, prepaid self addressed envelope (in small print write AR# in lower left corner of this envelope) and AR transmittal Letter	✓		Make a copy of the signed AR transmittal form and staple EPA's copy of the UPS slip to it and put it in the Black Box for Daily Docs	2/4
File the Introduction and Index in the boxes in the litigation room - until AR is final.	✓			0/4
Send Email to OPA - site name and type of AR and date it was sent to the repository - R7OPA@EPA	✓			2/4
Update Spread Sheets (2)	✓		K:\SUPR Lit\WWHY\Collections Tracking.xls and FY(YR) AR Printed Spreadsheet on Jolleen's Desk or by AR's	2/4

Schreiner, Amia

From: Mahler, Tom
Sent: Tuesday, February 02, 2016 10:46 AM
To: Yocum, Melissa
Cc: Schreiner, Amia
Subject: West Lake Landfill - Surface Fire Mitigation Removal AR#64064
Attachments: Bridgeton Landfill Response to EPA Questions after Brush Fire_Redacted.pdf

After reviewing the AR and upon consultation with the Site attorney, It looks like I need to request a couple of changes to the West Lake Surface Fire Mitigation Removal AR.

Please remove: 40467874, 40273145, 40273146, 40273150

Also, I need to add two documents.

Please Add: 40467484 – Letter Transmitting the Health Hazard Evaluation (HHE)

The other document is not currently in the system. It is an email chain where the site attorney request information for the Site owners and their responses. I have attached it but I understand that I will need to submit a site filing form. I'll have it waiting for you at your desk. We need to get AR out very soon. I would really like to see it out in the next day or two. I realize you have all been waiting for me to get in and approve it. I apologize for that. Let me know if there is anything I can do to help speed this process along.

Tom Mahler
816-604-0546